

## 2003-04 WorkFirst Local Area Planning - Innovative Project Funding Request

Name of project: **WorkFirst Strategies Grant/Adams: A one-day training and leadership event!**

Request Amount: **X** Innovative Project **\$2,300**

Local Planning Area: **Grant/Adams** (Moses Lake)

Contact: **M. Todd Dixon; Operations Manager, WorkSource Moses Lake Affiliate**

Telephone: **509.754.8326**

E-mail: **tdixon@esd.wa.gov**

Address: **1616 Pioneer Way; Moses Lake, Washington 98837**

Project period start/end date(s): One day training event in February or March, 2004.

**Funding to be used for:**

☐ Project: Start/End Date: \_\_\_\_\_

☐ Equipment: \_\_\_\_\_

☐ Software: \_\_\_\_\_

**X** Staff Training: Workshop.

☐ Other: \_\_\_\_\_

Does this project involve Business Outreach, WorkFirst/WorkSource, and/or employers? **X** Yes ☐ No

(If yes, please indicate whether or not your local Business Outreach Team is involved in the project and what their role is.)

The focus of Innovative Project Funding is to support WorkFirst partnership, program performance, and potential "Best Practices" through innovation. All project requests will be reviewed and approved by an interagency committee. There will be a 2-week turn around on request approvals once received. Approvals will come in the form of an email to the LPA lead submitting the request.

All requests require:

- A two-page (maximum) narrative addressing the questions below.
- Partnership signatures.
- A complete budget page.
- Approved projects will be required to complete an end of the project report.
- **Final billing must be submitted to Kelly Lindseth prior to Friday, June 25, 2004.**

Additional information maybe requested in order to approve your project. LPAs may submit multiple requests throughout the program year or until funding is exhausted.

1.	<p>Describe your project, including:</p> <ul style="list-style-type: none"> <li>• How does this project support overall WorkFirst performance goals– caseload reduction, TWI, other?</li> <li>• How many persons will be served through the project and what is the expected outcome?</li> <li>• If additional resources will be used to support this project, where will they come from?</li> </ul>
	<p>The Grant Adams Local Planning Area (LPA) is proposing approved funding to host a local, one-day WorkFirst Conference for approximately fifty (50) leadership and direct line staff representing DSHS, ESD, BBCC, Goodwill Industries (CTED) and related partnering agencies. The WorkFirst performance for our LPA has remained stagnant, especially as it relates to caseload reduction. Performance expectations and program designs have changed dramatically over this last year, yet not all staff responsible for meeting these goals understand their significance, how data is recorded and reported and how not meeting certain goals effects budgets and continuation of programs. During this one day conference, staff will learn first-hand from regional and statewide trainers performance expectations, how to access reports and how to record data so that it is reflected correctly in these reports. An overview of the current TWI initiatives will be discussed, including sharing of statewide best practices. Additional resources will support this project: each lead agency manager has agreed to release a significant number of staff for this event and pay their salaries from their existing resources.</p>
2.	<p>What makes this project innovative?</p> <ul style="list-style-type: none"> <li>• What unserved need is to be addressed and for what specific population?</li> <li>• What is the project overall design?</li> <li>• What is the desired outcome?</li> <li>• Who will this project focus on – clients, staff, contractors, employers, other?</li> <li>• Should this project prove successful, what is your strategy to support beyond this initial funding?</li> <li>• How will you measure the success of this project?</li> </ul>
	<p>The LPA has an unserved need. We have not been able to have all staff from all agencies meet in one location to discuss program updates and performance. Training has been never been provided to each agency at one time so that we all hear the most recent changes in WorkFirst. Informal learning will take place during lunch and breaks. The conference will include a motivational speaker, workshops on performance, e-jas, reports and TWI and will include state and regional trainers. The primary desired outcome is that each staff person responsible for WorkFirst will have a thorough understanding of each</p>

	partners role in decreasing the Grant/Adams caseload and how they can monitor the results. The project will focus on staff and our contractors. We will know that the project was successful by two ways: 1) we will distribute and read conference evaluations to determine what they learned and what was helpful and 2) we will monitor performance to see if any increase can be measured.																										
3.	<p>Partnerships.</p> <ul style="list-style-type: none"> <li>• Who are the partners that will be involved in the project?</li> <li>• If there are new partners involved in this project, who are they and what is their role?</li> <li>• Are other resources being used to support this project, if so, from where?</li> <li>• How will this project strengthen your existing partnership?</li> </ul>																										
	<p>The following partners, with the number of staff attending in parenthesis, are: Employment Security Department (6) DSHS CSO (13), Goodwill CTED (4), BBCC (10), People for People (1), SkillSource (3), Community Action (2), Grant Mental Healthcare (2), PARC (1), Grant County Health District (1), CPS (1), DCS (2) and Dept of Corrections (1). Three slots will be held for additional staff or partners. A conference committee is being formed at this time with a direct service staff each from DSHS, BBCC, ESD and Goodwill making up the team. Oscar Ochoa, DSHS Supervisor, has been appointed Committee lead and will be the liaison between the committee and the Executive Sponsors (managers from the four core agencies). This team will have the responsibilities for picking the conference date, establishing a registration process, contacting and coordinating trainers and speakers, setting the agenda, producing evaluations and completing a written report after the event, to include a summary of evaluations. The preliminary budget includes:</p> <table> <tr> <td colspan="2">Trainers – Travel</td> </tr> <tr> <td>**Lodging and Meals, \$100 X 2 speakers:</td> <td>\$200</td> </tr> <tr> <td>**Mileage, \$100 X 2 speakers:</td> <td>\$200</td> </tr> <tr> <td colspan="2">Motivational Speaker</td> </tr> <tr> <td>**Fee</td> <td>\$500</td> </tr> <tr> <td>**Lodging, meals and mileage</td> <td>\$200</td> </tr> <tr> <td colspan="2">Lunch</td> </tr> <tr> <td>** 53 X \$10</td> <td>\$530</td> </tr> <tr> <td colspan="2">Refreshments</td> </tr> <tr> <td>** 53 X \$3</td> <td>\$159</td> </tr> <tr> <td colspan="2">Recognition Plaques, Printing</td> </tr> <tr> <td>Copy and misc expenses:</td> <td>\$511</td> </tr> <tr> <td><b>Grand Total:</b></td> <td><b>\$2300</b></td> </tr> </table>	Trainers – Travel		**Lodging and Meals, \$100 X 2 speakers:	\$200	**Mileage, \$100 X 2 speakers:	\$200	Motivational Speaker		**Fee	\$500	**Lodging, meals and mileage	\$200	Lunch		** 53 X \$10	\$530	Refreshments		** 53 X \$3	\$159	Recognition Plaques, Printing		Copy and misc expenses:	\$511	<b>Grand Total:</b>	<b>\$2300</b>
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Additional Comments/Thoughts:

Please email this form and/or mail or FAX it with all Local Area Planning partner signatures to:

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 Olympia, WA 98504-2525  
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